

VACANCY INFORMATION



Announcement Number: HHS-IHS-BI-2006-0080

Vacancy Description: Environmental Engineer

Open Period: 07/13/2006 - 12/31/2006

Series/Grade: GS-0819-05/07/09/11/12

Salary: \$32,755.00 TO \$73,810.00

Promotion Potential: GS-12

Hiring Agency: Indian Health Service

Duty Locations: 1 vacancy in Billings, MT

Remarks: Closing date is being changed to Open Until Filled 1st Roster to be issued on or after 8/4/2006. This position is being filled as an Environmental Engineer or Sanitarian. Reference: VA HHS-IHS-BI-2006-0081 or 0082 APPLY AT: <https://jobs.quickhire.com/scripts/hhs-cms-ihs.exe>.

Skills

Skills Description

- | | |
|-----|---|
| 606 | Priority consideration will be given to applicants who provide verification of Indian preference. |
| 141 | Open until filled; names will be referred for consideration on a regular basis. |
| 146 | Applicants must submit a copy of college transcript or list of college courses to that includes hours and grades. |

For more information, Jackie Black, 406-247-7214

Contact: BAHumanResource@mail.ihs.gov

Additional Information

Salary range listed above includes locality pay

AREA OF CONSIDERATION:

DHHS Wide

The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

This position is also being announced under HHS-IHS-BI-2006-0079 for those who want to be considered under Merit Promotion Plan / Excepted Service Examining Plan. If you wish to be considered under all hiring plans you must submit an application to both vacancy announcements.

WHO MAY APPLY

Any U.S. Citizen

POSITION DETAILS:

Appointment Type: TERM Appointment NTE 4 yrs

Work Schedule: Full-Time

Travel Required: Yes

Promotion Potential: GS-12

Supervisory/Managerial Position: No

Relocation Expenses Paid: Yes

Is position covered by PL 101-630? Yes If "yes" (See item # 7 in "Supporting Documentation"

Is drug testing required? No

Is government housing available? No

If selected you may be required to serve a one year probationary/trial period.

ORGANIZATIONAL LOCATION:

HHS, IHS, Billings Area Indian Health Service, Office of Environmental Health & Engineering, Sanitation Facilities Construction, Billings, Montana

DUTIES AND RESPONSIBILITIES: Coordinates and assists with IHS involvement in operation and maintenance activities for water and sewer systems. Assists in formation, review, and execution of the Billings Area Operation & Maintenance (O&M) program. Establishes and maintains liaison with federal, state, local agencies, service unit directors, Tribal officials, and other technical assistance providers. Initiates the performance, coordination, and review of sanitary surveys. Develops informational and promotional materials. Prepares or leads preparation of comprehensive O & M manuals integration manufactures' literature, technical guidelines, regulations, as-built drawings, and existing facility data into documents useful in the day to day needs of Tribal utility operators. Prepares or leads preparation of comprehensive O & M. Organizes, promotes, and conducts technical training classes and seminars. Reviews, evaluates, and makes recommendations to field engineers. Works directly with EPA and other pertinent officials on required programs, voluntary assistance, and mutual objectives. Provides direct assistance to Tribal operators and managers in interpreting, understanding, and meeting all applicable

requirements necessary to comply with the Safe Water Drinking Act (SWDA). Conducts an on-going inspection program to assist in the operation and maintenance of sanitary facilities. Provides monthly written reports on program activities to EPA.

BASIC QUALIFICATIONS: Except for the substitution of education as provided in the Operating Manual Qualification Standards for General Schedule Positions, applicants must have had the following type of experience, in the amounts indicated.

Applicants who meet the basic requirements described are fully qualified for the specific entry grade (generally GS-5)

ADDITIONAL EXPERIENCE AND EDUCATION REQUIREMENTS FOR GS-7 AND ABOVE
EXPERIENCE AND EDUCATION REQUIREMENTS:

ENVIRONMENTAL ENGINEER

GRADE SPECIALIZED EXPERIENCE OR EDUCATION

GS-7 1 year equivalent to at least a GS-5 1 year of graduate level education or superior academic achievement

GS-9 1 year equivalent to at least a GS-7 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree

GS-11 1 year equivalent to at least a GS-9 3 years of progressively higher level graduate education leading to a PhD degree or PhD or equivalent doctoral degree

GS-12 1 year equivalent to at least a GS-11 OR NONE

NOTE: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

Basic Requirements:

A. Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience--college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

1. Professional registration--Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.

2. Written Test- Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia,

Guam, and Puerto Rico.

Applicants who have passed the EIT examination and have completed all the requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A.

Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.

3. Specified academic courses--Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.

4. Related curriculum--Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

Definition of Professional Engineering Experience: The professional engineering experience required for grades GS-7 and above is defined as nonroutine engineering work that required and was characterized by (1) professional knowledge of engineering; (2) professional ability to apply such knowledge to engineering problems; and (3) positive and continuing development of professional knowledge and ability.

Professional knowledge of engineering is defined as the comprehensive, indepth knowledge of mathematical, physical, and engineering sciences applicable to a specialty field of engineering that characterizes a full 4-year professional engineering curriculum leading to a bachelor's degree, or the equivalent.

Professional ability to apply engineering knowledge is defined as the ability to (a) apply fundamental and diversified professional engineering concepts, theories, and practices to achieve engineering objectives with versatility, judgment, and perception; (b) adapt and apply methods and techniques of related scientific disciplines; and (c) organize, analyze, interpret, and evaluate scientific data in the solution of engineering problems.

Professional work in engineering, like that in other professions, is marked by continuing personal effort to keep abreast of the advancing and changing discipline. Continuing education in engineering and related fields is an important element of full professional competence as an engineer that should be considered in evaluating the qualifications of applicants for professional engineering positions.

In some situations, experience may be creditable even if it is not clearly

professional engineering work. In such cases, the experience must have been preceded by prior responsible professional engineering experience and must contribute directly and significantly to the applicant's engineering competence. For example, an engineer might be assigned to a management-type position in preparation for assumption of higher-level responsibilities in engineering project or program management.

Specialized Experience: To be creditable at the GS-12 grade, the candidate must process one (1) year of specialized experience that is in the same or similar work equivalent to the next lower level GS-11 within the Federal system, or at the level that clearly demonstrates the candidate's application of the knowledge, skills, and abilities as described within this announcement.

Specialized experience is professional knowledge of public health and environmental sanitation, basic understanding of engineering concepts, principles and practices concerned with operation, maintenance and improvement of water treatment systems, certification requirements for the operation of water and wastewater facilities, operation and maintenance of public water systems, conducting sanitary surveys for the prevention of waterborne diseases, P.L. 86-121 Sanitation Facilities Act and basic IHS procedures.

SANITARIAN

Basic Requirements for GS-5:

Education: A full 4-year course of study that meets all the requirements for a bachelor's degree, and that included or was supplemented by at least 30 semester hours in a science or any combination of sciences directly related to environmental health (such as sanitary science, public health, chemistry, microbiology, or any appropriate agricultural, biological, or physical science).

OR

Experience: Four years of experience in inspectional, investigational, technical support, or other responsible work that provided a knowledge and a fundamental understanding of, and the ability to use, environmental health principles, methods, and techniques equivalent to that which would have been gained through a 4-year college curriculum.

A combination of education and experience as described above.

Additional Requirements for Grades GS-7 and Above:

In addition to meeting the basis requirements, applicants for position at the grades GS-7 and above must have the amounts of education and/or experience required for the grade level as shown in following table.

GRADE OR EDUCATION	EXPERIENCE
-------------------------------	-------------------

GS-5	Four years of experience in inspectional, investigational, technical support, or other responsible work that provided a knowledge and a fundamental understanding of, and the ability to use, environmental health principles, methods, and techniques equivalent to that which would have been gained through a 4-year college curriculum. full 4-year course of study that meets all the requirements for a bachelor's degree, and that included or was supplemented by at least 30 semester hours in a science or any combination of sciences directly related to environmental health (such as sanitary science, public health, chemistry, microbiology, or any appropriate agricultural, biological, or physical science).
-------------	---

GS-7	1 year equivalent to at least a GS-5 1 full year of graduate level education related to environmental health or superior academic achievement
-------------	---

GS-9	1 year equivalent to at least a GS-7 2 full years of progressively higher level graduate education or master's equivalent equivalent graduate degree related to environmental health
-------------	--

GS-11	1 year equivalent to at least GS-9 Completion of all
--------------	--

requirements for a doctoral degree (Ph.D., M.D., or equivalent) or 3 full academic years of progressively higher level graduate education
GS-12 NONE 1 year of experience equivalent to at least the next lower grade level

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Specialized Experience: Qualifying specialized experience is experience in developing, evaluating, and advising on programs designed to prevent and eliminate environmental health hazards. Examples of qualifying specialized experience include analyzing substances to determine contamination or the presence of disease, or resolving environmental health problems through collection, tabulation, and evaluation of environmental sanitation data and development and implementation of plans to eliminate or control environmental health hazards.

SELECTIVE PLACEMENT FACTOR

The following Selective Placement factor has been determined to be essential for the position. Candidate must show possession of this factor in order to be minimally qualified.

Environmental Engineer: Applicants must possess and maintain a current, active, unrestricted professional Engineer License. A copy of license must be qualified.

Sanitarian: Experience with EPA enforcement policies providing assistance to Tribal water utility groups to conform with the Safe Drinking Water Act and the National Primary Drinking Water regulations.

QUESTIONS REGARDING THIS ANNOUNCEMENT SHOULD BE REFERRED TO:

Human Resources: Jackie Black

Telephone: (406) 247-7214

Fax: (Fax all supporting documentation to this number by 11:59pm EST the day the announcement closes) (406) 247-7251

E-mail: BAHumanResource@mail.ihs.gov

If you have difficulties logging into HHS Careers or can't remember your log-in or password for this on-line application process please call 1-301-443-4256 or request via e-mail: HRcustomerservice@ihs.gov Questions specific to the vacancy announcement please contact the HR Specialist listed in the vacancy announcement.

HOW TO APPLY:

Applications (resume and application questions) for this vacancy will be received on-line via the HHS Careers web site before 11:59pm Eastern Standard Time ([click here for current time](#)) on the closing date of this announcement. If you have any questions, please contact the HR Specialist listed on this announcement.

The HHS Careers system simplifies the Federal application process by replacing the former KSA job-element statements with on-line self-assessment questions. Your resume and responses to the self-assessment questions are an integral part of the process for determining your basic and specialized qualifications for the position.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veterans' Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

Therefore, it is important to support your responses to the applicant assessment questions by providing examples of past and present experience

when requested.

Additional details on the application process can be found at the end of this announcement.

To apply to this vacancy now the HHS Careers web site can be accessed at:

<http://jobs.quickhire.com/scripts/hhs-ihs.exe>

SUPPORTING DOCUMENTATION:

Supporting documentation requested to complete the application process.

1. Resume - to be entered during on-line application process
2. If claiming Veteran's Preference, include a copy of DD-214 Form, and SF-15 and additional proof as required i.e. letter from the VA if claiming 10 point Veteran's Preference.
3. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
4. PL 101-630 Indian Child Protection Addendum form: this is designated as a Childcare position.
[PL101-Child Care Positions form.](#)
5. OF-306 Declaration for Federal Employment [OF306.doc](#)

REASONABLE ACCOMMODATION:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Jackie Black, (406) 247-7214. The decision on granting reasonable accommodation will be made on a case-by-case basis.

ADDITIONAL DETAILS ON USING THE HHS CAREERS

1. If you have never used the HHS Careers system you will need to register as a new user. Registration will involve entering your resume into the system and responding to a series of core questions that will allow the HR specialists to evaluate your background for basic employment eligibility.
2. Once you have completed the registration process you must locate and view the vacancy you wish to apply for on the HHS Careers system. Scroll down to the end of the vacancy announcement and select the "Apply to this Vacancy" button. Answer ALL questions that follow. You must click on the "Finished" button at the bottom of the screen to be considered for a specific position. Upon completing the application process you will receive an electronic acknowledgement that your application has been successfully transmitted. Select the "I would like a copy of the questions and my responses sent to my e-mail account." option to have your responses emailed to you.

NOTE: We encourage you to select the "View Vacancy Questions" button so you may preview the vacancy questions prior to applying for this position.

WHAT DO I NEED TO DO TO APPLY FOR THIS POSITION?

You must provide the required information during the on-line application process and fax all supporting documents to the fax number listed; if any of the following are missing when the announcement closes we will deem your application incomplete:

1. Resume complete in HHS Careers
2. Responses to Core Questions
3. Responses to Vacancy specific questions

4. Applicable Supporting Documentation

ADDITIONAL EMPLOYMENT INFORMATION :

[Veterans Information](#)

[Displaced Federal employees ICTAP criteria.](#)

[CTAP Information](#)

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

USER INFORMATION

Please note: Your SSN and birthdate are used only by the Human Resources staff to uniquely identify you. This information is only available to those directly involved in the hiring process. All fields with an * require a response to be considered for employment.

* **First Name:** _____

MI: _____

* **Last Name:** _____

* **Date of Birth:** _____ (Format MM/DD/YYYY)

* **SSN:** _____ (Format XXX-XX-XXXX)

* **Address1:** _____

Address2: _____

* **City:** _____

* **State:** _____

* **Zip Code:** _____

Plus 4: _____

* **Phone:** _____ (Format XXX-XXX-XXXX)

* **Email:** _____ Enter only ONE

E-Mail Address(example: john_doe@company.com)

Complete all questions as provided. Circle your response or provide information indicated. Questions with an * require a response to be considered for employment.

* **Are you a US Citizen?** Yes No

Military Service and Veteran Preference

- _____ 1. Not a veteran.
- _____ 2. 30 percent or more compensably disabled veteran.
- _____ 3. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more.
- _____ 4. Other 10-point veteran. You must be one of the following:
- a. A disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action.
 - b. A veteran's widow or widower who has not remarried.
 - c. The wife or husband of a veteran who has a service-connected disability which disqualified the veteran for civil service appointments.
 - d. The widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled.
- _____ 5. 5-point veteran. You must have been discharged under honorable conditions and had one of the following:
- a. Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55.
 - b. Active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76.
 - c. Active duty during the Gulf War sometime between 8/2/1990 - 1/2/1992
 - d. Active duty in a campaign or expedition for which a campaign badge has been authorized.
- _____ 6. Had active duty or reserve service which does not meet any of the above.

If you answered 2,3,4,5 or 6 above stating that you are a veteran, you must supply service dates below:

Start of Service: _____ (Format MM/DD/YYYY)

End of Service: _____ (Format MM/DD/YYYY)

RESUME

FOR CONSIDERATION FOR EMPLOYMENT, YOU MUST ATTACH YOUR RESUME. YOU MAY ATTACH YOUR RESUME TO THIS PAGE. YOUR RESUME CANNOT EXCEED 16,000 CHARACTERS. PLEASE ENSURE THAT YOU HAVE THE FOLLOWING INFORMATION IN YOUR RESUME.

FULL NAME

MAILING ADDRESS

DAY AND EVENING TELEPHONE NUMBERS (With area code)

EDUCATION - (Some jobs may require certain coursework which will be asked in the questions relating to that job.) High School - Name, City, State, Date of diploma or GED College/University - Name, city, State Majors Type and year of any degrees received Total credits earned and indicate whether semester or quarter hours (Note: You may be asked to submit a copy of your college transcript prior to interview and selection if the position you apply for requires proof of education.)

Vocational/trade/business or technical School - Name, City, State, Date of certificate or graduation.

WORK EXPERIENCE - (Include paid and nonpaid job-related work experience. List your most recent job or jobs first, and work back.) Job title and grade level if Federal employment

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours worked per week

Salary

OTHER QUALIFICATIONS - (Include job-related training courses; Job-related skills such as typing speed, computer software/hardware tools, other languages, etc.; Job-related honors, awards, special accomplishments, publications, memberships in professional or honor societies, leadership activities, and performance awards).

CORE QUESTIONS

Complete all questions as provided. Circle your response or provide information indicated. Questions with an ***** require a response to be considered for employment.

1. Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just a few days short of three (3) years)?

1. Yes

2. No

(Note: If yes, and if you claim veterans preference you will need to provide a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility by the deadline mentioned in the vacancy announcement. Additionally, persons claiming 10 point preference will need to submit SF-15.)

2. Individuals who have retired from active military service with a disability rating of thirty (30) percent or more OR who have been rated by the Department of Veteran Affairs (VA) within the proceeding twelve (12) months as having a compensable service-connected disability of thirty (30) percent or more are eligible for a noncompetitive temporary appointment for more than sixty (60) days or a term appointment. Are you eligible for such appointments?

1. Yes

2. No

(Persons claiming ten (10) point preference will need to submit an SF-15 and a supporting letter from the Department of Veteran Affairs (VA) indicating a rating by the VA within the preceding twelve (12) months as having a compensable service-connected disability by the closing date mentioned in the announcement.)

3. If you are a current Federal civilian employee, are you serving under a VRA Appointment as defined by the categories below?

1. Yes

2. No

The following individuals are eligible for a Veterans Recruitment Appointment (VRA):

- Disabled veterans;
- Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized;

- Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded; **and**
- Veterans separated from active duty within the past 3 years. There is no minimum service requirement, but the individual must have served on active duty, not active duty for training.

For additional information, go to <http://www.usajobs.opm.gov/ei4.asp>

4. If you are currently a Federal civilian employee (or Commissioned Corps Officer/Applicant), by what agency and organization are you employed?

1. Administration for Children and Families, HHS
2. Administration on Aging, HHS
3. Agency for Healthcare Research and Quality, HHS
4. Agency for Toxic Substances and Disease Registry, HHS
5. Centers for Disease Control and Prevention, HHS
6. Centers for Medicare and Medicaid Services, HHS
7. Food and Drug Administration, HHS
8. Health Resources and Services Administration, HHS
9. Indian Health Service, HHS
10. National Institutes of Health, HHS
11. Office of the Secretary of Health and Human Services, HHS
12. Program Support Center, HHS
13. Substance Abuse and Mental Health Services Administration, HHS
14. I am not a current Federal employee
15. I work for another agency within the Federal Government

5. If you indicated that you work for another agency within the Federal Government, please specify the agency and organization.

*Maximum length 50 Characters

6. If your position is covered by an HHS bargaining unit, please indicate to which bargaining unit it belongs.

1. National Treasury Employees Union (NTEU)
2. American Federation of Government Employees (AFGE)

3. National Alliance of Postal and Federal Employees (NAPFE)
4. Other
5. Not Applicable

7. If you are a current Federal employee, what is your current duty station [City,State]?

*Maximum length 250 Characters

8. If you are currently a Federal employee (or Commissioned Corps Officer/Applicant), under what type of appointment are you serving?

1. Permanent-Career, competitive service
2. Career-Conditional, competitive service
3. Temporary (Time-Limited Appointment - not to exceed one (1) year)
4. Temporary Promotion
5. Term (Time-Limited Appointment - more than one (1) year, not more than four (4) years).
6. TAPER (Worker-Trainee Program)
7. Student Career Experience Program (SCEP)
8. Student Temporary Employment Program (STEP)
9. Veterans Readjustment Act (VRA)
10. Title 42, Excepted Service
11. PHS Commissioned Officer (This includes active duty officers, inactive reserve officers, and applicants who have been approved for commissioning in the USPHS Commissioned Corps)
12. Excepted Service (PMI, VRA, Disability, etc)
13. Other
14. Not Applicable

9. If you selected "Other" in the above question, please enter the type of appointment you are currently serving.

*Maximum length 250 Characters

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

10. Are you a student appointee under the Student Career Experience Program (SCEP) who has completed all requirements for graduation and conversion under the SCEP appointing authority and is in the 120 day period for conversion to term, career or career-conditional appointment?

- 1. Yes
- 2. No

11. If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement?

- 1. Yes
- 2. No
- 3. Not Applicable

(Note: For more information on reinstatement eligibility, refer to: <http://www.usajobs.opm.gov/ei2.asp>).

12. If you are, or ever were, a Federal civilian employee, please indicate pay plan and series of the highest graded position you held (as an example GS-0341):

*Maximum length 8 Characters

(You will need to submit an SF-50 by the deadline mentioned in the vacancy announcement.)

13. If you are, or ever were, a Federal civilian employee, please indicate the grade level of the position referenced in the above question:

- 1. Not Applicable
- 2. 01
- 3. 02
- 4. 03
- 5. 04
- 6. 05
- 7. 06

8. 07

9. 08

10. 09

11. 10

12. 11

13. 12

14. 13

15. 14

16. 15

17. 00 - ES

14. If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position or appointment you held (MM-YYYY to MM-YYYY, MM-YYYY to Present, or NA if Not Applicable):

*Maximum length 50 Characters

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

15. If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest GS equivalent full performance level/promotion potential of that position?

1. NA (this includes excepted service employees such as AD pay plan)

2. 01

3. 02

4. 03

5. 04

6. 05

7. 06

8. 07

9. 08

10. 09

11. 10

12. 11

13. 12

14. 13

15. 14

16. 15

17. 00 - ES

16. If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

1. Yes

2. No

3. No, but I have an approved exemption

4. Not Applicable

(Note: You will be asked to provide a copy of the exemption by the deadline mentioned in the vacancy announcement.)

17. Are you a retiree receiving a Federal annuity, either military or civilian?

1. Yes

2. No

(Note: If you are an annuitant, your salary or annuity may be reduced upon employment.)

18. Have you accepted a buyout from a Federal agency within the past five (5) years?

1. Yes

2. No

19. Are you eligible for noncompetitive appointment under a Special Appointing Authority (e.g. Outstanding Scholar, present or former Peace Corps personnel, current Postal Service personnel, etc)?

1. Yes

2. No

(For information on Special Appointing Authorities, see the [OPM](#) website. You must provide supporting documentation at the time you are applying to a position.)

20. If you are eligible for noncompetitive appointment under a Special Appointing Authority, what authority are you applying under?

*Maximum length 50 Characters

21. Are you eligible for the Federal Employment Program for Persons with Disabilities? (For information on Schedule A appointments, see the [OPM](#) website.)

1. Yes

2. No

*

22. Are you eligible for Indian preference as defined by the Department of the Interior (DOI) and as evidenced by appropriate Bureau of Indian Affairs (BIA) authorized certification?

1. Yes

2. No

(Note: All applicants responding "yes" to this question must provide a copy of their Indian preference certification with appropriate authorized signatures to the hiring office. To be considered a "preference" eligible within the Indian Health Service, an applicant claiming Indian preference must submit a copy of a properly completed & signed form BIA 4432 ("Verification of Indian Preference for employment in the BIA and the IHS Only") certifying that he/she is an Indian as defined by the IHS Manual Part 7 Chapter3. The Servicing Personnel Office will then determine verification of Indian preference. You must submit this documentation by the deadline mentioned in the vacancy announcement.) For more information, please click [here](#).

*

23. Are you eligible for preference based on being a Public Law 94-437 Indian Health Service Scholarship recipient? For more information, please click [here](#).

1. Yes

2. No

*

24. Displaced employee information:

1. I am an employee of the Department of Health and Human Services who has been declared surplus or displaced AND I am requesting special selection priority under the HHS` Career Transition Assistance Plan (CTAP)?

2. I am a displaced employee from another Federal agency and eligible for selection preference based on the Interagency Career Transition Assistance Plan (ICTAP)?

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will need to provide a copy of RIF separation notice, proposed removal for declining a directed reassignment outside of the local commuting area, or other official notification granting eligibility by the deadline mentioned in the vacancy announcement. Follow the links listed below for ICTAP and CTAP eligibility and supporting documentation requirements: for CTAP eligibility: http://www.opm.gov/deu/Handbook_2003/DEOH-CTAP.asp for ICTAP eligibility: http://www.opm.gov/deu/Handbook_2003/DEOH-ICTAP.asp

25. If you are a displaced employee, please indicate the pay plan and grade level of the position from which you were separated.

*Maximum length 8 Characters

26. What was the duty location of the position (City, State)?

*Maximum length 50 Characters

DEMOGRAPHIC INFORMATION

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Applicant Background Survey

This survey is used to collect and analyze data involving race, sex, disability and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you answer each of the questions to the best of your ability. Read each item throughly before selecting the appropriate response.

1. Ethnicity:

1. Hispanic or Latino -a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. Not Hispanic or Latino

2. Race:

Circle all that apply

1. American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
2. Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the INdian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3. Black or African American - a person having origins in any of the black racial groups of Africa.
4. Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
5. White - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

3. Gender:

1. M - Male
2. F - Female

4. A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Circle all that apply

1. I do not have a disability.
2. Deaf

3. Blind
4. Missing extremities
5. Partial paralysis
6. Complete paralysis
7. Convulsive disorder
8. Mental retardation
9. Mental or emotional illness
10. Severe distortion of limbs and/or spine
11. I have a disability, but it is not listed

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **Effects of**
Non-Disclosure: Providing this information is voluntary; no individual personnel selections are made based on this information.
Paperwork Reduction Act Statement: A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information..

THE DEPARTMENT OF HEALTH AND HUMAN SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER

GRADE and LOCATION SELECTION

This position may be offered at multiple grade levels. To better determine your eligibility you can opt in for the grades for which you would like to compete. You will be considered separately for each grade you select. Select from the list

below. Questions with an * require a response to be considered for employment.

* 1. Please indicate the grade(s) for which you wish to be considered. *(Must Answer)*

1. 05

2. 07

3. 09

4. 11

5. 12

To better match applicants with location preferences, indicate location preferences below.

* 2. Please indicate the locations for which you wish to be considered. *(Must Answer)*

Circle all that apply

1. 1 vacancy in Billings, MT

VACANCY QUESTIONS

All Grades Questions

Complete all questions as provided. Circle your response or provide information indicated. Questions with an

*

*
1. GS-5 Choose one answer that best describes your experience and/or education as related to the basic qualification requirements for this position.

1. I have successfully completed a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university.

2. I have at least 3 full years of progressively responsible experience, 1 year of which was equivalent to at least the GS-4 level in the Federal service.

3. I have a combination of education and experience (as described above). The total of my education and experience is at least 100%. [Example: Completion of 2 years of study plus 1½ years experience = 100%].

4. My experience and/or education do not match the choices above.

*
2. GS-7 Choose one answer that best describes your experience and/or education as related to the basic qualification requirements for this position.

1. I have successfully completed at least one full year of graduate level study (18 semester hours or 27 quarter hours) in a field that is directly related to the duties of this position.

2. I have at least one year of specialized experience that has equipped me with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-5 level in the Federal service as described in the vacancy announcement.

3. I have a combination of graduate education and specialized experience (as described above). The total of my education and experience is at least 100%. [Example: Completion of ½ year of graduate study plus 6 months specialized experience = 100%].

4. I have successfully completed a full 4-year course of study in any field leading to a bachelor's degree in an accredited college or university, AND meet one of the requirements for Superior Academic Achievement.

5. My experience and/or education do not match the choices above.

*
3. GS-9 Choose one answer that best describes your experience and/or education as related to the basic qualification requirements for this position.

1. I have successfully completed the requirements for a graduate (MA, MS, JD, LLB) degree in a field that is directly

related to the duties of this position.

2. I have successfully completed at least two full years of graduate education (36 semester hours or 54 quarter hours) toward either a Master's or Doctoral degree in a field that is directly related to the duties of this position.

3. I have at least one year of specialized experience that has equipped me with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-7 level in the Federal service as described in the vacancy announcement.

4. I have a combination of graduate education and specialized experience (as described above). The total of my education and experience is at least 100%. [Example: Completion of 1 year of graduate study plus 6 months specialized experience = 100%].

5. My experience and/or education do not match the choices above.

4. GS-11 Choose one answer that best describes your experience and/or education as related to the basic qualification requirements for this position.

1. I have successfully completed the requirements for a PhD, or equivalent, in a field that is directly related to the duties of this position.

2. I have successfully completed at least three full years of graduate education (54 semester hours or 81 quarter hours) toward a Doctoral degree in a field that is directly related to the duties of this position.

3. I have at least one year of specialized experience that has equipped me with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-9 level in the Federal service as described in the vacancy announcement.

4. I have a combination of graduate education and specialized experience (as described above). The total of my education and experience is at least 100%. [Example: Completion of 1½ years of graduate study plus 6 months specialized experience = 100%].

5. My experience and/or education do not match the choices above.

5. GS-12 Choose one answer that best describes your experience as related to the basic qualification requirements for this position.

1. I have at least one year of specialized experience that has equipped me with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-11 level in the Federal service as described in the vacancy announcement.

2. My experience does not match the choice above

6. Which of the following statements reflect your experience related to the transportation of hazardous materials?

Circle all that apply

1. I have trained others in Hazardous Materials Transportation procedures.

2. I have developed HazMat transportation security plans for an organization.
3. I have performed Department of Transportation audits and inspections of facilities that treat, store and/or transport hazardous materials.
4. I have performed hazardous materials classification and packaging in accordance with regulations.
5. I have obtained and maintained a Commercial Driver license with HazMat endorsement.
6. None of the above



7. Which of the following statements reflect your experience characterizing hazardous waste materials?

Circle all that apply

1. I have determined EPA waste codes that apply to specific waste materials using generator knowledge, field test kits, or chemical reference material.
2. I have collected and packaged waste samples for shipment to laboratories for the purpose of waste characterization and analysis.
3. I have prepared chain-of-custody forms that document the receipt and handling of samples sent for Toxicity Characteristic Leachate Procedure (TCLP) analysis.
4. I have performed characterization for unknown material(s) using analytical equipment (e.g., flash-point tester, melting-point apparatus, etc.).
5. None of the above.



8. Which of the following types of waste materials have you worked with?

Circle all that apply

1. Non-regulated Solid waste (e.g., general refuse, trash, etc.)
2. Chemical waste
3. Biological waste
4. Radioactive waste
5. Mixed Chemical / Radioactive waste
6. Universal waste (e.g., batteries, fluorescent bulbs, used oil, etc.)
7. None of the above



9. Select the answer that best describes your knowledge of environmental measurement instrumentation.

1. Substantial experience which demonstrated an understanding of the procedures dealing with the proper handling of pollutant measuring instrumentation.
2. Experience operating pollution measuring instrumentation.
3. Experience working with various pieces of instrumentation.
4. None of the above.



10. Which of the following have you used in performing professional engineering duties?

Circle all that apply

1. Agency manuals of instructions and operations.
2. Manufacturer's catalogs and handbooks.
3. Standard designs developed and described by the central engineering staff of the organization.
4. Master or guide specifications developed and prescribed by the central engineering staff of the organization.
5. Files of previous projects undertaken by the organization.
6. Standard work practices in the area of application as taught in engineering courses or generally accepted by engineers as a result of experience.
7. Codes and standards published by recognized engineering societies and organizations.
8. Engineering design and analysis software.
9. Used shop tools and machines to fabricate mechanical system components.
10. I do not have any experience in this area.



11. Which of the following best describes your experience observing work and work methods to ensure that what is being built is in accordance with the plan and is using acceptable work practices.

1. I have not performed this function.
2. I have performed this function under close supervision by a supervisor or a senior employee.
3. I have performed similar or directly related job functions and my experience and training have prepared me to perform these functions successfully.
4. I have independently performed this task as a regular part of my job.
5. I have performed this task as a central part of my job and have trained others in performance of this function.



12. Do you have experience preparing technical reports which include engineering data and analysis of results?


- 1. Yes
- 2. No



13. Select the answer, which demonstrates your ability to communicate and negotiate tactfully both orally and in writing to audiences with diverse levels of understanding.


- 1. Experience in preparing technical analyses, briefing materials or similar complex documents for presentation to peers, senior management, and external organizations, and in preparing and making presentations as an Agency representative to external organizations.
- 2. Experience in preparing technical analyses, briefing materials or similar complex documents for presentation within Agency, and in preparing and making presentations to peers and management within Agency.
- 3. Experience and/or training in preparing technical analyses, input into briefing materials, preparing presentations on facilities-related issues, and occasional presentations to senior management.
- 4. I do not have any experience or training in this area.

Grade05 Questions

Complete all questions as provided. Circle your response or provide information indicated. Questions with an  require a response to be considered for employment.


VACANCY QUESTIONS

Grade07 Questions

Complete all questions as provided. Circle your response or provide information indicated. Questions with an  require a response to be considered for employment.

VACANCY QUESTIONS

Grade09 Questions

Complete all questions as provided. Circle your response or provide information indicated. Questions with an  require a response to be considered for employment.

VACANCY QUESTIONS

Grade11 Questions

Complete all questions as provided. Circle your response or provide information indicated. Questions with an
require a response to be considered for employment.



VACANCY QUESTIONS

Grade12 Questions

Complete all questions as provided. Circle your response or provide information indicated. Questions with an
require a response to be considered for employment.



VACANCY QUESTIONS

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Please make sure that you have attached your resume. You will be disqualified from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for Department of Health and Human Services - IHS

Applicant's Signature

Date Application Completed

Applicant's Name Printed